

### Does my sign require a permit?

Any sign installed in the downtown [may](#) require a development permit, including Fascia Signs, Canopy Signs, Free Standing Signs, Projecting Signs, or Roof Signs. Cabinet and Digital signs are not encouraged in the downtown, and Billboards are not permitted.

### What do I need to know about downtown signs?

Signage is one of the most important elements in the streetscape. It is a key design element that should be integrated with facades and Landscaping to reinforce their attractiveness rather than creating visual clutter. [The Alberta Main Street Program, Sign Guidelines](#) is a helpful reference when looking to design a sign for installation in the downtown. All design requirements for signs can be found in [LUB Section 62](#).

### What do I need to know about fascia signs?

Fascia Signs are the most common sign installation downtown. Fascia signs are typically limited to a maximum of 15% of the exterior wall area of a business's commercial bay.

### How do I apply to install a sign on my property downtown?

1. The first step begins with the Downtown Lethbridge BRZ. You will need to submit your sign drawings to the BRZ to review for alignment with the AB Mainstreet Guidelines. Provided the drawings are in alignment, the BRZ will stamp the drawings to indicate confirmation. Drawings should be submitted to:  
**Downtown Lethbridge BRZ**  
**309 6 St South, Lethbridge AB, T1J 2C7**  
**Ph:(403) 327-9002, Email: [info@downtownlethbridge.com](mailto:info@downtownlethbridge.com).**
2. The next step is to submit a development permit application to the City of Lethbridge, at:  
**Planning & Design Department**  
**910 4 Ave S, Lethbridge AB, T1J 0P6**  
**Ph: (403) 320-3920, Email: [planninganddesign@lethbridge.ca](mailto:planninganddesign@lethbridge.ca)**
  - Application must include:
    - a) Payment of application fee, completed [Application form and checklist](#)
    - b) Plans having BRZ stamp.
    - c) Complete plan drawings in pdf file format supplying the detail requirements for the sign type being applied for. More detailed information can be found in the [Land Use Bylaw section 62\(5\)](#).
  - Following the required review process, the Development Officer will issue a decision (permit) to the applicant, and notice of decision is posted in newspaper.

### For more information, contact:

- Angie Olsen, Development Manager, Planning & Design (403-320-4950).

